

Standard Operating Procedure (SOP)

Exam Scheduling and Venue Preparation

This SOP details the processes for **exam scheduling and venue preparation**, covering exam timetable creation, allocation of appropriate venues, coordination with invigilators, setup of exam rooms including seating arrangements and necessary equipment, and ensuring compliance with exam security protocols. The goal is to facilitate smooth and efficient examination sessions that uphold integrity and provide a suitable environment for all candidates.

1. Purpose

To outline the standardized procedures for scheduling exams and preparing venues to ensure fair, secure, and interruption-free examination sessions.

2. Scope

This SOP applies to examination officers, administrative staff, invigilators, and any personnel involved in exam management at [Institution/Department Name].

3. Responsibilities

- **Examination Officer:** Oversees exam scheduling, venue allocation, and compliance with protocols.
- **Administrative Staff:** Assists in venue preparation, arrangement, and resource allocation.
- **Invigilators:** Supervise exam rooms and ensure adherence to exam rules.
- **Facilities Staff:** Prepares rooms and required equipment.

4. Procedure

1. Exam Timetable Creation

- Collect exam requirements and proposed dates from academic departments.
- Draft a timetable avoiding scheduling conflicts for students and staff.
- Seek approval from the examination committee/supervisors.

2. Venue Allocation

- Review available venues and assess suitability based on class size and requirements.
- Allocate venues, ensuring accessibility and appropriate facilities.
- Document and publish the final allocation.

3. Coordination with Invigilators

- Assign invigilators to each exam room based on staff availability and subject knowledge (if required).
- Distribute exam schedules, venue details, and protocols to assigned invigilators.

4. Venues and Exam Room Preparation

- Arrange seating plans, ensuring minimum distance as per guidelines.
- Set up exam materials (answer booklets, question papers, stationery as required).
- Ensure all necessary equipment (projectors, clocks, computers for digital exams, etc.) is functional.
- Place signage and instructions at relevant locations.

5. Exam Security Protocols

- Secure storage and distribution of exam papers to invigilators.
- Confirm identity verification systems and check-in procedures.
- Monitor exam room for any unauthorized materials or devices.
- Collect all materials post-exam and ensure their secure transfer to the marking team.

6. Post-Exam Wrap-Up

- Clear venues of all exam materials.
- Report any incidents or breaches of protocol to the examinations office.
- Prepare a summary report on venue usage and any logistical recommendations.

5. Documentation & Records

Document	Responsible Person	Storage Location	Retention Period
Exam Timetable	Examination Officer	Exam Office / Digital Records	2 Years
Venue Allocation List	Administrative Staff	Exam Office	2 Years
Invigilator Assignment Sheet	Examination Officer	Exam Office	1 Year
Incident Reports	Invigilators	Exam Office	5 Years

6. Review & Improvement

- This SOP will be reviewed annually, or as needed after each examination cycle.
- Feedback from staff and students should be collected to improve future processes.

7. Appendices

- Appendix A: Sample Exam Room Layout
- Appendix B: Exam Material Checklist
- Appendix C: Invigilator Duty List Template